



THE CITY OF SAN DIEGO

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Announces an Employment Opportunity



City Treasurer

An Equal Opportunity Employer - Committed to Valuing Diversity



The City of San Diego is accepting resumes for the unclassified position of:

City Treasurer

Salary: Open within an established range, dependent on qualifications and experience

Recruitment: Open to all qualified candidates

Filing Deadline: Open until filled

THE CITY:

With more than 1.2 million people, the City of San Diego is the seventh largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life, and world-renowned location make it the ideal place to work, live, and play. With its great weather, miles of sandy beaches, and major attractions, San Diego is affectionately known worldwide as "America's Finest City".

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2006 operating budget of \$2.37 billion and employs over 11,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov

THE DEPARTMENT:

The City Treasurer's Department has significant responsibility for receiving and managing the public's money. The Department develops financing plans, provides cost-effective and fiscally responsible processes for managing short-term and long-term debt, and is responsible for generating revenue by collecting business taxes as well as overdue accounts. Currently, the Department is comprised of seven major programs and divisions: Administration, Business and Rental Unit Tax, Collections, Financing Services, General Accounting, Investments, and Special Districts.

Our Mission: "To enrich our community by responsibly managing the public's money and creating an atmosphere of pride through mutual support and outstanding service."

THE POSITION:

Under the leadership of the Mayor and the general direction of the Chief Financial Officer, the City Treasurer acts as the official custodian of all monies received by the City and is responsible for directing and managing the services and activities of the City Treasurer's Department. The Department currently has a staff allocation of 101 positions and a Fiscal Year 2006 budget of approximately \$12 million. The City Treasurer administers the City's investment portfolio to ensure safety of principal, sufficient liquidity to meet cash needs, and appropriate return on investments. The City Treasurer is also responsible for the City's

Tax Anticipation Notes (TANS) issuance. The City Treasurer serves as a professional representative on boards and commissions, including the Funds Commission and the Board of Trustees for the Supplemental Pension and 401(k). The City Treasurer makes presentations to the City Council and Council committees, and at various civic, community, professional and business forums.

QUALIFICATIONS:

The ideal candidate will possess the following qualifications:

- A commitment to public service and fiscal responsibility
- Comprehensive understanding of municipal finance, including municipal securities, investments, and debt management
- Proven innovation in terms of sophisticated and legal investment and financing strategies, balanced with prudent fiscal conservatism
- Demonstrated leadership in making effective use of technology to improve all aspects of cash management
- Substantial, progressively responsible management experience that demonstrates the ability to direct a City department
- Competency in exercising fiduciary responsibilities to protect the interests of the City, tax and rate payers, and the public
- Proven ability in budget development and management
- Excellent problem solving skills, with the ability to proactively identify and support creative and viable business solutions
- The ability to build consensus in a political environment
- Excellent written and verbal communication skills
- Strong business and political acumen to work effectively with the public, external agencies and businesses, and elected officials
- Strong interpersonal leadership skills, with the ability to successfully interact with a wide variety of stakeholders
- Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams

Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of a Master's Degree in a related field and ten years of progressively responsible management experience would be a typical way to demonstrate these qualifications.

MANAGEMENT BENEFITS:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan (\$5,575 annual value for Fiscal Year 2006) which offers several optional benefit plans or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement system with CalPERS reciprocity for applicants with eligible service; and optional deferred compensation and 401(k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a minimum required contribution of 3.00% of salary (however, the City will match salary contributions up to 6.05%, which vest at 20% per year of participation). Benefits currently offered to employees may be subject to future modifications.

SELECTION PROCESS:

To be considered for this position, please submit three copies of your current resume, a letter of interest highlighting your relevant work experience, and a list of three work related references to:

Judy von Kalinowski, Human Resources Officer, City of San Diego, Human Resources Department, 1200 3rd Avenue, Suite 1316, MS 56L, San Diego, CA 92101, in an envelope marked **CONFIDENTIAL: City Treasurer, or e-mail to: jvonkalinowski@sandiego.gov. The recruitment for this position will be open until filled.**



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Human Resources Department
1200 Third Avenue, Suite 1316, MS 56L
San Diego, CA 92101

This information is available in alternative formats upon request.

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DIVERSITY
BRINGS US ALL TOGETHER
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